



STATE OF WASHINGTON  
DEPARTMENT OF SOCIAL AND HEALTH SERVICES

February 24, 2003

**TO:** Regional Administrators  
CSO Administrators  
Community Services Division

**FROM:** Roxie Schalliol, Director  
Division of Employment and Assistance Programs

Michael W. Masten, Director  
Community Services Division

Kathleen Brockman, Director  
Division of Management and Operations

**SUBJECT: WORKFIRST BUDGET REDUCTION - REVISED ALLOCATIONS FOR  
SUPPORT SERVICES AND CONTRACTS**

Over the past week, we've been reviewing implementation of the WorkFirst budget reductions. In doing so, we decided to make a change in the methodology of the regional allocations for support services. The revised allocation of funds for the second six months of the fiscal year was based on caseload and did not take into account the first six months expenditure patterns. Unfortunately, that meant some regions were being asked to absorb a reduction of almost 50% each month, while others received a monthly allocation higher than their current spending pattern.

Support services are goods and services purchased to help participants become independent. We offer support services when there is no other way to meet a family's essential needs - so be creative while using sound judgment to determine what is reasonable. For example, a person starting work may need work clothes. We can use support services to augment a participant's existing wardrobe so the participant can show up for work in suitable clothing.

Support services should be provided based on the real and immediate needs of the participant. The category limits should not be considered an entitled amount, but are the upward limits the program can provide in any given category of support service. Do not automatically issue the maximum dollar amount for the support service. Issue the least amount needed to meet the participants need. The main focus for support

services is to subsidize participants' efforts toward finding employment, remaining employed, and advancing into better employment.

Attached you will find the revised allocation for SFY '03. Under this scenario, each region will assume a 10% reduction in their current level of support services spending.

DEAP, CSD, and DMOS staff are available to discuss this change if needed. If you have any questions, please contact:

- Sandy Jsames at (360) 413-3239 or [jsamesm@dshs.wa.gov](mailto:jsamesm@dshs.wa.gov)
- Carmen Gutierrez at (360) 413-3132 or [gutiecj@dshs.wa.gov](mailto:gutiecj@dshs.wa.gov), or
- Lois Lindsey at (360) 413-3327 or [lindsld@dshs.wa.gov](mailto:lindsld@dshs.wa.gov).

Attachment

cc: Keith Phillips  
Tom Haines  
Bobbi Hickox

**WorkFirst SFY03 Funding Allocation**  
**Revised 02/24/03**

	Support Services	WorkFirst Contracts	WorkFirst Family Violence Contracts		Total
Region 1	\$ 988,029	\$ 407,991	\$ 42,483	\$	1,438,503
Region 2	\$ 572,734	\$ 291,587	\$ 202,017	* \$	1,066,338
Region 3	\$ 1,045,985	\$ 325,966	\$ 186,734	** \$	1,558,685
Region 4	\$ 1,326,150	\$ 784,132	\$ 259,897	\$	2,370,179
Region 5	\$ 764,070	\$ 418,124	\$ 112,144	\$	1,294,338
Region 6	\$ 1,053,888	\$ 161,735	\$ 211,135	\$	1,426,758
Sub-Total >	\$ 5,750,856	\$ 2,389,535	\$ 1,014,410	\$	9,154,801
ORIA (Refugees)		\$ 1,150,000		\$	1,150,000
Total >	\$ 5,750,856	\$ 3,539,535	\$ 1,014,410	\$	10,304,801

\* This amount includes the additional \$83,400 approved Aug 2002.

\*\* This amount includes the additional \$99,828 approved Aug 2002.

**Revised rules for SFY03:**

- 1) No funds may be moved from WorkFirst Contract to another category.
- 2) No funds may be moved in or out of the Family Violence category.
- 3) No funds may be moved in or out of Support Services except when a region has a transportation contract. In that case a region may request funding to be moved from Support Services to WorkFirst Contracts/Admin to cover the cost of the transportation contract.
- 4) Request for transfer of funds are to be submitted to DMOS/Fiscal, Bill Jordan. If you prefer to send a memo to Mike Masten directly you may do so, but please cc Bill Jordan on it so we can follow up on the request.

**Allotment Methodology**

**Support Services:** This allotment was reduced by \$3,817,145. All Support Service expenditures through December 2002 were covered, a total amount of \$3,026,765. The remaining \$2,724,090 was redistributed based on the percentage expended by the region in the first six months of SFY03.

**Regional WorkFirst Contracts:** This allotment was reduced by \$4,011,283. All Regional WorkFirst Contract expenditures through December 2002 were covered, a total amount of \$1,072,950. We redistributed the remaining funds based on input from the regions, less a 10% reduction.

**WorkFirst Family Violence Contracts:** This allotment was increased by \$173,192. The increase was a result of a transfer of funds from WorkFirst Contracts for Region 5 and 6.